

For employees (not pensioners)

- who elect Supplemental or Dependent Life (Aetna) for the first time, or
- who request to increase your existing coverage by \$20,000 or more (Aetna), or
- who elect Long-Term Disability insurance (The Standard),

you must complete an **Evidence of Insurability (EOI)** form (Aetna) or a **Medical History Statement** (The Standard) and make sure it is mailed directly to Aetna / The Standard. These forms are found in your Enrollment Guide. The carrier, Aetna / The Standard, must **RECEIVE** the form by December 1, 2004. If the carrier has not received the form by December 1, 2004, your election for that benefit is null. Do not mail these forms to Metro Human Resources; mail them directly to Aetna / The Standard. If you have questions, please call Aetna / The Standard.